



ERIE COUNTY CIVIL SERVICE OPPORTUNITIES

OPEN TO THE PUBLIC

ERIE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Please refer to our internet address at: www.erie.gov

A NON-REFUNDABLE \$12.50 PROCESSING FEE MUST ACCOMPANY EACH APPLICATION
(CHECK OR MONEY ORDER ONLY – PAYABLE TO: ERIE COUNTY DEPARTMENT OF PERSONNEL)

CORRECTION OFFICER

\$34,700 - \$45,608

DEPUTY SHERIFF - OFFICER

\$37,889 - \$48,549

NO. 69-996

RESIDENCE REQUIREMENTS: CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ERIE COUNTY FOR AT LEAST FOUR MONTHS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND MUST BE LEGAL RESIDENTS OF ERIE COUNTY AT THE TIME OF APPOINTMENT. The eligible list resulting from this examination will be used to fill future Deputy Sheriff - Officer and Correction Officer positions in the Erie County Sheriff's Department. **Permanent appointment to either title will remove a candidate's name from the eligible list.**

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

1. **MINIMUM EDUCATIONAL REQUIREMENTS:** Graduation from high school or possession of a high school equivalency diploma.
2. **PHYSICAL REQUIREMENTS:** **A qualifying agility test will be required prior to appointment.**
3. **MINIMUM AGE REQUIREMENT:** Eligibility for appointment begins on the 21st birthday.
4. **DRIVER'S LICENSE:** Candidates must possess a valid New York State Driver's License at time of appointment.

NOTE: Chapter 134 of New York State Law of 1984, under Section 22-A of the Corrections Law and Section 217a of County Law, provides that conviction of a felony automatically bars appointment as a Correction Officer or Deputy Sheriff - Officer; and that prior conviction of a misdemeanor may be disqualifying for these titles, after review of the material facts of the individual case.

DUTIES: A **Correction Officer** supervises and guards inmates sentenced by the courts to confinement in the County Correctional Facility for lesser violations under Criminal Law; guards and escorts inmates to clinics, recreation activities, church services, barber shops, mess halls, etc., and to interviews with relatives and attorneys; supervises and guards inmates during work assignments outside the Correctional Facility proper, such as farm and general maintenance work; issues work equipment and supplies as necessary; supervises and guards inmates during assigned general laboring work inside the facility such as cleaning, kitchen work or during work assignments in the various shops; guards inmates during their transfer to the County Medical Center; maintains discipline; enforces rules and regulations; maintains constant alert for attempts to escape, inmate disturbances or other unusual incidents; reports any such incident to Sergeant or other officer immediately and initiates corrective action, as appropriate; prepares incident reports for higher authority; performs duties related to receiving and discharge of inmates, such as searching inmates upon admittance and collecting information for the preparation of inmate records; delivers inmates' mail; answers phone inquiries; prepares and maintains records and files. A **Deputy Sheriff - Officer** performs guard duties at various locations in the Holding Center, ECMC Lockup, County, State and Family courts, such as entrances and exits, receiving and detention rooms, court rooms, District Attorney's offices, floors, and galleries of the Holding Center, clinic rooms, elevators, jury rooms and other county buildings and offices; maintains security and discipline in the Holding Center, courts, and ECMC Lockup; makes regular inspections in the Holding Center and courts, including checking locking devices and punching clocks; makes counts and prepares report sheets; maintains order and settles disturbances; notifies supervisor of all unusual incidents; attends to the care and well being of inmates; secures and delivers sundries; delivers medical supplies; secures medical services and dispenses medicines; escorts inmates for interviews with attorneys, relatives and law enforcement agencies; directs the serving of meals; directs the maintenance of inmates' sanitation and hygiene; attends inmates' phone calls; performs clerical duties connected with the receiving, booking, searching and release of inmates; accepts and records clothing and property; issues uniforms and assigns cell blocks; makes out composite census reports; maintains records on inmates; arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals; guards prisoners of the Erie County Holding Center who are transferred to a hospital for treatment during confinement, or to the court lockup for trial or hearing; escorts prisoners to jail and courts; transports prisoners both in and out of State; provides security for charges juries; serves as Court Crier during the Crier's absence; retrieves papers for Court Clerks; may assist the training instructor in training activities; performs duties and successfully completes the training that meets the standards of the New York State Commission of Corrections.

A medical examination may be required before appointment.

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED
TO RECEIVE ADDITIONAL POINTS. (See application for more information.)

NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE

EXAMINATION DATE

MARCH 19, 2005

SEE
REVERSE
SIDE

APPLICATIONS MUST BE
POSTMARKED BY

FEBRUARY 9, 2005

SUBJECT OF EXAMINATION: The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. **APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING** - These questions are designed to evaluate the candidates' ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. The candidates are required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc. which are cited.
2. **OBSERVING AND RECALLING FACTS AND INFORMATION** - These questions are designed to test how well the candidates can observe and recall information presented. The candidates will be presented with information describing or depicting prison scenes or other facts. They will have a short time to memorize the information before it is collected by the monitor. They will then be asked to recall specific details.
3. **PREPARING WRITTEN MATERIAL** - These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
4. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

A copy of a ***Guide To Taking The Examination For The Entry-Level Correction Officer Series*** may be viewed and/or downloaded at the Erie County Civil Service Commission/Personnel Office web site located at www.erie.gov. Click on "Civil Service Jobs". If you do not have Internet access, you may obtain a copy by sending a stamped, self-addressed envelope (size required to accommodate the guide – manila 10" x 13") to the Erie County Personnel Department, 95 Franklin Street, Buffalo, New York 14202 or by picking one up in person at Room 604.

NOTICE TO CANDIDATES: Use of calculators is **prohibited** on this examination. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE (See Below)
(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)

INFORMATION FOR CANDIDATES

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin St., Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

Mail your application form when completed to the Erie County Department of Personnel, 95 Franklin St., Buffalo, NY 14202.

Candidates who submit incomplete applications and documentation may be disqualified. The Erie County Department of Personnel reserves the right to reject for lateness or to accept applications filed after the advertised filing period.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 10 and 5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

In conformance with section 85-a of the Civil Service Law, **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLYING FOR EXAMINATIONS IN MULTIPLE JURISDICTIONS ON SAME DATE. If you have applied for any other Civil Service exams for employment with New York State or any other local government jurisdiction, you must make arrangement to take all the exams at one test site.

If you have applied for both State and Local government exams, you must make arrangements to take all your exams at the State exam center by calling (518)457-7022 no later than two weeks before the test date.

If you have applied for other local government exams, call or write each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than three weeks before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the which you wish to take your exam(s). For this exam call (716)858-7509 or write Erie Co. Personnel Dept., 95 Franklin St, Buffalo, NY 14202.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

RATINGS REQUIRED: Tests are rated on a scale of 100 with a passing mark at 70. Unless the announcement states otherwise, you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to verify information contained on the application.

Verifiable part-time and/or volunteer experience may be pro-rated toward meeting full-time experience requirements.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

In accordance with State Law, Governor's Executive Order 6, and Section 504 of the Federal Rehabilitation Act of 1973, as amended the County of Erie does not discriminate against handicapped persons in access to employment, during employment, or in any of its programs and activities.

ELIGIBLE LIST: The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate. Eligible lists are active for a minimum of one year and a maximum of four years from the date established.

Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Applicants may be required to pay a fee for the investigation.

NOTE: Fingerprints are sometimes required at the time of appointment. When they are required, the fee involved must be paid by the appointee.

****IMPORTANT APPLICATION FEE - READ CAREFULLY****
A \$12.50 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

